

For Summer 2020, **Graduate RA/TA forms are due on 05/01/2020 for uninterrupted pay.** All other hourly graduate and undergraduate student forms are due on or before the student's start date.

Undergraduate Employment Authorizations for students being paid out of departmental funds can be found at <https://www.mines.edu/human-resources/forms/>

Graduate RA, TA and Hourly Excel Spreadsheets are in two parts – Excel spreadsheet and signed pdf. Graduate Contracts can be found at the following link: <https://www.mines.edu/graduate-studies/graduate-contracts/>

Special Notes

- Effective 1/1/2020 **MINIMUM WAGE** will be \$12.00/hour for all employees.
- Effective 11/2019 student contracts, revisions, and terminations should be submitted to MAPS through Team Dynamix. Please use <https://helpcenter.mines.edu/TDClient/1946/Portal/Requests/ServiceCatalog?CategoryID=13779>
- Please note that Mines is experiencing significant delays in background check processing due to the COVID-19 crisis. Backgrounds Checks are a condition of employment for the students below. **A Background Check MUST be completed BEFORE employment begins!** Backgrounds can be entered online at the following new link: https://thecube.infocubic.com/cgi-bin/pub/unsolicited_portal?guid=bFODtrbPH9vCBMCyFM00zucO36NbpLGH#select_products
 - **All** new hire Graduate Students (**working for the first time on the Mines campus or graduating as an undergraduate and becoming a new graduate**). All new hire Undergraduate Students employed in Athletics Camps, Bursar's/Cashier's Office, Career Center, Controller's Office, HR, Legal Services, Payroll, Public Safety, Registrar, Residence Life, Museum, America Reads, employment that involves operating a motor vehicle, or working with minors.
- If a student has never worked on the Mines campus, they will need to complete a "Student Employment Packet". Packets can be accessed on-line at <https://www.mines.edu/human-resources/new-employee-information/>. **We must receive this packet BEFORE the student starts employment.**
 - Please note that due to the COVID-19 crisis Mines is accepting student new hire paperwork securely through Team Dynamix (link below) - Employment Verification Request. <https://helpcenter.mines.edu/TDClient/1946/Portal/Requests/ServiceDet?ID=41803>
 - In lieu of orange sheet, MAPS will send an email to the department when packet is complete.